



**"Young people with the power and the voice  
to shape the future of Hampton."**

# **Annual Grant Program 2006-2007**

## **GRANT APPLICATION PACKET**

(Applications can also be downloaded from [www.areyouinthegame.com](http://www.areyouinthegame.com))

**Applications due November 14, 2006.**

*A unique youth-directed funding source for projects  
BY youth, FOR youth and their communities to accomplish the objectives of  
the youth component of the city's Community Plan.*

This packet includes funding criteria, application procedures, an application form, and information on city plans to which this application should relate. Assistance will be available to any group wishing to apply.

Call 728-3285 or e-mail [gbruer@hampton.gov](mailto:gbruer@hampton.gov) for information.

**Review or approval of any application is not based on race, religion, or nationality  
of the applicant.**



**Hampton Youth Commission (HYC) is seeking organizations and groups to implement the following projects:**

- 1) A. **Youth Newsflashes** . . . Informing youth about civic and leadership opportunities.
- B. **Youth-Friendly Guidebook** . . . Evaluating businesses and organizations for "youth friendly" status.
- 2) A. **College-bound Workshops** . . . Everything a young person needs to know about getting ready and going off to college.
- B. **Computer Literacy for Adults** . . . Training opportunities for adults to better support their young people, increase their knowledge base, and increase their comfort in use of computers and other technical devices.
- C. **Jobs on the World Wide Web & Marketing** . . . Creation of a youth-friendly website, webpage or link advertising up to date job openings for teens in the Hampton Roads area and marketing campaign of Hampton's teen employment and career service centers.



**HYC is also accepting proposals for other creative projects that will address any of the following objectives of the youth component of the community plan:**

- 3) A. **Youth Transportation Options** . . . Informing youth of ways of getting to teen destinations.
- B. **Getting Around** . . . Providing transportation for young people to hot teen spots.
- C & D. **Buckle Up Workshop** . . . Everything a young person needs to know about car safety.

## Summaries of City Youth Plans and Funding Criteria:

<p><b>Funding Opportunity #1</b> Caring Relationships Within the Community &amp; Youth Share Leadership</p> <p><b>A. OBJECTIVE:</b> Enable youth to participate fully in decisions that affect and involve youth and increase youth engagement civic and leadership activities.</p> <p><b>STRATEGY:</b> Provide funding to an organization or community group who will publicize and develop a sustainable system of monthly notices of civic and leadership opportunities for youth by arranging a system of communication with media resources (examples: television, local and school newspapers, websites, etc.) for updated postings and adequate information.</p> <p><b>BUDGET:</b> up to \$2,500.</p> <p><b>B. OBJECTIVE:</b> Improve youth/adult relationships, especially among businesses and community organizations.</p> <p><b>STRATEGY:</b> Provide funding to any organization or youth group that will evaluate all businesses and organizations according to the guidelines predetermined in the Youth Friendly Guidebook on an annual basis. Organizations are asked to promote the Youth Friendly businesses in the media by the end of each calendar year.</p> <p>Note: This funding opportunity is renewable contingent upon the success and project completion rate of organization, the agenda of the HYC, and available funding. Initial training and other resources will be provided.</p> <p><b>BUDGET:</b> up to \$7,500.</p>	<p><b>Funding Opportunity #2</b> Youth Acquire Essential Life Skills &amp; Are Prepared for a Career</p> <p><b>A. OBJECTIVE:</b> Establish access for all youth to educational, social, civic and recreational opportunities that provide opportunities for the development of strong life skills.</p> <p><b>STRATEGY:</b> Provide funding for a series of college-bound workshops. Such workshops may provide instruction and training in SAT test taking, federal financial aid forms, college entrance applications and interviews, scholarship hunting, etc.</p> <p><b>BUDGET:</b> Up to \$2,500.</p> <p><b>B. OBJECTIVE:</b> Provide services for parents that promote access to resources that will enable them to support their children in the age of technology.</p> <p><b>STRATEGY:</b> Provide funding to any organization or youth group that will provide personal computer, word processing and internet training. Training topics do not have to be limited to those mentioned. Targeted participants should be parents who are caregivers of elementary and middle school-age children and do not have experience or the opportunity to gain experience in computers and the use of the internet.</p> <p>Note: This funding opportunity is renewable contingent upon the success and project completion rate of organization, the agenda of the HYC, and available funding. Initial training and other resources will be provided.</p> <p><b>BUDGET:</b> Up to \$2,500.</p>	<p><b>Funding Opportunity #2 (continued)</b></p> <p><b>C. OBJECTIVE:</b> Increase and improve access to information about career and job opportunities for youth.</p> <p><b>STRATEGY:</b> Provide funding to any organization or youth group that will create a sustainable youth job opportunities website or page from current teen serving website and marketing of teen employment and career service centers.</p> <p><b>BUDGET:</b> Up to \$5,000.</p> <p><b>Funding Opportunity #3</b> Places To Go, Things To Do for Youth &amp; Getting Around</p> <p><b>A. OBJECTIVE:</b> Increase and improve transportation accessible to youth and their knowledge on how to use the public transit system.</p> <p><b>B. OBJECTIVE:</b> Diversify and increase transportation options available to the youth (Middle school through College) both locally and regionally.</p> <p><b>C. OBJECTIVE:</b> Encourage the use of safer, affordable, and more convenient means of transportation for teens and young adults.</p> <p><b>D. OBJECTIVE:</b> Increase awareness among young people to reduce car accidents among youth.</p> <p><b>BUDGET:</b> Applicants may request funding in any amount up to \$10,000 that is necessary for meeting the project objectives.</p>
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## WHO CAN APPLY?

Youth and adult partnerships from youth-serving organizations, grassroots organizations, schools, neighborhoods, religious organizations, recreation programs, or other organizations.

## HOW TO APPLY:

- Step 1: Read the entire packet before selecting a funding opportunity.
- Step 2: Read project descriptions and select the project(s) that best match the interests and skills of your group.
- Step 3: Please contact the office at (757) 728-3285 for further information pertaining to your selected objective prior to submitting application.
- Step 4: Complete the enclosed Grant Application. **Deadline is November 14, 2006, no later than 5:00 p.m.!!!**

**MAIL** the completed application so it arrives by November 14, 2006 to:

Hampton Youth Commission  
22 Lincoln Street - 7<sup>th</sup> Floor  
Hampton, VA 23669

**EMAIL** the completed application to:

[qbruer@hampton.gov](mailto:qbruer@hampton.gov)

**OR DELIVER** the completed application to:

the office of the Coalition for Youth  
7<sup>th</sup> floor of City Hall in downtown Hampton

## FOR MORE INFORMATION:

Please call 728-3285 or email: [qbruer@hampton.gov](mailto:qbruer@hampton.gov)

*Decisions will be based on recommendations of the HYC and the availability of funds. Submitting an application does not guarantee selection. Getting funded one year does not guarantee funding another year!*

# YOUTH INITIATIVE GRANT SELECTION CRITERIA

## 1. To qualify for funding:

- ✓ Project must be planned and implemented by young people in partnership with adults.
- ✓ Projects must relate to one or more of our objectives of the Community Plan as described on the enclosed handout.
- ✓ Projects must benefit Hampton youth.
- ✓ Sponsoring organization must be able to establish accounting procedures to document the expenditure of funds.
- ✓ Project must begin January 2007 and end by mid June 2007. Should your program or project have a shorter or longer lifespan, please contact our office before applying.

## 2. Grant money **MAY** be used for the following:

Supplies, materials, and other expenses that are directly involved with your project and are necessary to making it a success.

## 3. PLEASE NOTE -- Grant money **MAY NOT** be used for:

- Religious instruction or conducting worship services
- Capital expenses
- Donations to other organizations

## 4. Grant applicants may receive assistance prior to completing your application.

If you have questions about the grant application, have questions about your project design or want to know if your idea is one the Hampton Youth Commission might fund, call the office at 728-3285 or email us at qbruer@hampton.gov. This type of assistance **MAY** increase, but does not ensure, your chances for funding!

## 5. If you are recommended for funding, applicants must:

- ☐ Attend the Public Meeting on December 11, 2006 at 7:00 p.m.
- ☐ Sign funding and services contract.
- ☐ Be available for up to two (2) site visits made by the funding staff of HYC.
- ☐ Submit an interim and final report on the project following pre-determined guidelines of the Commission.

*The Hampton Youth Commission has been placed in a position of responsibility for these funds, and we are committed to the success of our grant program.*

# APPLICATION PROCEDURES & TIMELINE

<b>Immediately!</b>	Read the entire packet. It tells you all the criteria for all available funds currently for 2006-2007 and the directions for applying. Helpful background information is also included to assist you in designing a successful project.
<b>As soon as possible!</b>	Complete the entire application of the grant for which you are applying. Be sure to carefully fill in the Budget Summary Sheet. Be sure to answer all questions and describe your project clearly and in as much detail as possible.
<b>November 14, 2006</b>	Return the application to the Youth Commission office by 5:00 p.m. Applications may be mailed, emailed, or hand delivered. See inside cover for more details.
<b>December 4, 2006</b>	<p>As the funders narrow down their applicant selections, you may be asked to attend an interview for those organizations and groups who made it to the second stage in the selection process, also known as the "short list". Evening interviews will be held at the Ruppert Leon Sargent Administrative Building (Downtown Hampton).</p> <p>The application will be reviewed by the Appropriations Coordinator and the respective committee who will oversee the project. Recommendations to the Commission will be made following the "short list" interview sessions.</p>
<b>December 5-8, 2006</b>	Notifications made for those organizations and/or groups who receive recommendations for funding.
<b>December 11, 2006</b>	Those recommended for funding must attend a public meeting on December 11, 2006 at 7:00 p.m. held at City Hall.
<b>Early January 2007</b>	A contract will be available first week in January 2007 to be signed between the Coalition for Youth and the selected organization or sponsor describing the payment methods and obligations.
<b>February-March 2007</b>	Site Visits are made by the Commission.
<b>April 17, 2007</b>	Interim reports on accomplishments and budget reports detailing expenditure of funds are due!
<b>May-June 2007</b>	Site Visits are made by the Commission.
<b>Mid June 2007</b>	Activities funded by the HYC grants must be completed by mid June 2007 unless prior arrangements are made with the Coalition for Youth.
<b>June 26, 2007</b>	Final reports on accomplishments and budget reports detailing expenditure of funds are due!



# Grant Application



**Young people with the power and voice to shape the future of Hampton!**

**Instructions:** Complete the information in Section 1 and 2 on this sheet. Answer the questions in Sections 3 and 4 on separate paper. Do not exceed 3 pages for your answers. Be clear and brief. Answer Section 5: Budget Summary on the back of this sheet.

## 1. Tell us about yourself . . .

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City Zip Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Youth Contact Person: \_\_\_\_\_ Youth Phone number/email: \_\_\_\_\_

Adult Contact Person & Title: \_\_\_\_\_

What is the mission of your group?

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## 2. Funding Opportunity Selection:

- |   |   |
|---|---|
| <input type="checkbox"/> Funding Opportunity #1 Objective A | <input type="checkbox"/> Funding Opportunity #3 Objective A |
| <input type="checkbox"/> Funding Opportunity #1 Objective B | <input type="checkbox"/> Funding Opportunity #3 Objective B |
| <input type="checkbox"/> Funding Opportunity #2 Objective A | <input type="checkbox"/> Funding Opportunity #3 Objective C |
| <input type="checkbox"/> Funding Opportunity #2 Objective B | <input type="checkbox"/> Funding Opportunity #3 Objective D |
| <input type="checkbox"/> Funding Opportunity #2 Objective C |   |

## 3. Tell us about your proposed project:

- Name of your proposed project?
- What is the role of young people in planning and overseeing your project?
- Describe your proposed project. Include details of activities you plan to do and who will participate.
- In what ways are other groups involved with and supporting your project?
- What is your project schedule? When do you plan to begin, end, and accomplish each activity you described?

## 4. Tell us about your proposed results:

- How will you evaluate the success of your program?
- When your project is over, how many people will have participated? How many high school aged youth? How many adults? How many middle school aged youth? How many younger children?
- How do you plan to continue the benefits of this program after the Youth Commission funding is no longer available?

## 5. BUDGET SUMMARY

Total amount requested for this grant: \_\_\_\_\_

Please describe your requested budget using the following format. You do not need to request funds in each category.

CATEGORY	AMOUNT REQUESTED	BRIEF EXPLANATION
Materials/Supplies		
Travel/Transportation		
Printing/Copying		
Other Costs - detail		
Total amount requested		

- ◆ Please attach letters of support indicating the need for the project in your neighborhood, school, or the community. These letters can be from youth or adults who are knowledgeable about your proposal.